Malcolm Saville Society Data Protection

The Malcolm Saville Society collects, controls and processes personal information about its members and where necessary for safety, the emergency contacts of members. The use of this data and the grounds for processing are set out in the Data Privacy Notice.

1. The Malcolm Saville Society holds the following personal and other data of members and their emergency contacts, by consent, in digital and/or printed form:
    - Name
    - Address
    - Telephone Numbers
    - Email Addresses
    - Membership status
2. New members are asked to indicate they have read the Data Protection Policy and Data Privacy Notice on creating their account, or on completing a Joining Form. Both documents are available on the Society website (any member who does not have access to the website may request printed copies from the Membership Registrar).
3. Existing members will be reminded of the Policy at suitable intervals, such as following significant revision of the Policy, via the society's magazine Acksherley! and during Event Registration/Booking.
4. Members are given the opportunity to confirm, change or remove the previously given consents to data processing at any time, by contacting the Membership Registrar electronically (registrar@witchend.com) or in writing to the Membership Registrar at 4 Burleigh Way, Wickwar, Gloucestershire GL12 8LR
5. Digital data is held by the Membership Registrar and/or Treasurer in password-protected files and stored on a secure cloud service. Digital data will be managed securely at all times to prevent loss.
6. Printed data is held by the Membership Registrar and/or Treasurer in a locked cabinet. Printed data will be managed securely at all times to prevent loss, and destroyed when no longer required for the purposes it was obtained.
7. Event Organisers, whether or not on the Committee, may hold personal information on members and, where necessary, the emergency contacts of members, both in digital and paper form for the purposes of event organisation and delivery. The data will be held securely at all times to prevent loss: digitally with at least Password Protection on the device. Such information will be deleted or destroyed, normally within 3 months of the conclusion of the Event unless there are compelling reasons for its retention for a longer period. If so, these reasons must be communicated to and agreed by the Membership Registrar, and/or Treasurer.

PROTOCOL FOR EVENTS PHOTOGRAPHS

Members of the Society take photographs of its activities during Society events. Some of these photographs may appear on the Society website, on the private Facebook page 'Not just the Lone Pine Club (for all Malcolm Saville Fans)', in future editions of Acksherley! and/or may be projected as part of the Annual Gathering's 'Review of the Year' and other Society events. These are normally group shots. By taking part in our events you are accepting that your image may be used for these purposes but your name will not be included without your consent (except possibly as part of a photo caption for the 'Annual Review of the Year' presentation).

The Society encourages members to use the private Facebook group but takes no responsibility for photographs posted by members on other social media pages.

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